

## **SUMMARY OF MINUTES**

**November 21, 2013**

### **1. Call to Order**

With a quorum of the Board Members present, Acting Chairman, Michael Ward called the meeting of the Aviation Advisory Board to order at 4:05 p.m., Thursday, November 21, 2013, at Fort Worth Meacham Airport, 4201 N. Main St, Fort Worth, Texas 76106.

**Board Members Present:** Michael Ward, Ericka Calton, J D Jimmerson, William Lawson, Erik Brown, Michael Dean, Patricia Randle, Jeff Law

**Board Members Absent:** Alex Jimenez

**City Staff:** Bill Welstead, Jeff Kloska, Aaron Barth, Jonnie Huitt, Anne-Marie Stowe, James Burris, Charlene Sanders and Chris Ash (Representing Alliance Air Services)

### **2. Consideration of the Minutes for the September 19, 2013 regular meeting**

**Motion:** Ericka Calton      **Second:** William Lawson      **Approved**

### **3. Action Items**

Election of Officers – By unanimous vote, Michael Ward was elected Chair and Erik Brown was elected Vice Chair

### **4. Items for Discussion**

1. 4<sup>th</sup> Quarter Activity Report – Aaron Barth  
See Presentation Handouts
2. AOPA Final Report – Jeff Kloska  
See Presentation Handouts
3. Memorandum of Lease – Jonnie Huitt  
See Presentation Handouts

### **5. Announcements**

- Chairman, Richard Fahy's term has come to an end with the Aviation Advisory Board. Bill Welstead acknowledged Richard by presenting him with a service award
- Welcomed three (3) new board members: Jeff Law, Michael Dean and Patricia Randle
- Bill Welstead read to the board a proclamation from the Mayor proclaiming October 2013 as General Aviation Appreciation Month
- Bill Welstead thanked staff for receiving 1<sup>st</sup> place for raising the most money per employee for the annual Tarrant County Food Drive, as well as, the Aviation department exceeded their goal for United Way contributions
- Bill Welstead announced that the December AAB is cancelled

### **6. Staff Reports**

Meacham Airport – Jeff Kloska

- A lot of development taking place

- American Aero has just finished the pour of the first large hanger slab as part of the continuing 12N development
- On the West side of the airport Richardson Aviation is constructing a large new hanger for their hanger complex and currently relocating the Remote Transmitter Receiver (RTR) towers
- Recently went through the Mayor and Council process for approval for funding to design a large area of North Main street to improve aesthetics along the street side of the airport grounds. It will be phased over a 2-3 year period

**Spinks Airport – Aaron Barth**

- Construction still ongoing on the West side for the expansion of Alsbury Road
- The Spinks entrance sign is coming down due to the Alsbury Road Construction. Currently speaking with various sign companies for ideas on a new sign design
- Ramp going in on the east side. This will allow for new development of hangars
- Planning is in progress for the redesign and repaving of Taxiway Charlie. Construction is expected in the next year
- Design of the north perimeter road (currently a gravel road surface) is underway. This road will connect to the NW side of 1187 and to the east on Wild Cat Way

**Alliance Airport –**

- Getting to the end of their special event season (Air Show and Nascar at TMS)
- Traffic is holding steady; seeing a lot of interest on the property around the airport
- Runway extension project is ongoing
- Wrapping up a \$600,000 project in the next week; this project is focused on security and access around the airport
- Planning for 2014 to retrofit all taxiway lighting to LED lights
- Working with the FAA to relocate the RTR
- Chris offered new board members a tour of Alliance

**7. Citizens Presentations**

None

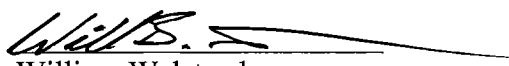
**8. Request for Future Agenda Items**

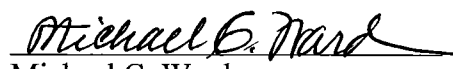
Chairman Ward opened the floor for requests for future agenda items. A request was made to update the board with information regarding Dunbar High School's Aviation Education Program.

**9. Adjournment**

With no further presentations or discussions, Chairman Ward adjourned the regular meeting of the Aviation Advisory Board Meeting at 5:05 p.m., Thursday, November 21, 2013.

**Minutes Approved By:**

  
William Welstead  
Director of Aviation

  
Michael C. Ward  
Chairman